

Director of Finance

InterAct is a non-profit agency providing evidence supported outpatient mental health and substance abuse services with an integrated recovery focus. The Agency has been in operation for over twenty two years. Our administrative headquarters is in Kalamazoo with delivery of services in Kalamazoo and Kent Counties. The Agency has an annual budget of \$10 million with over one hundred staff members.

Reporting to the Executive Director and serving as an integral member of the InterAct senior leadership team, the Director of Finance will lead financial administration, business planning, and budgeting. They will build and manage effective and streamlined systems for the agency's financial, accounting, information technology, and physical infrastructure. In addition to participation in development and achievement of InterAct's strategic goals, the Director of Finance will work closely with a motivated and engaged Finance Committee of the Board of Directors. This is an opportunity for an experienced, team-oriented person with extensive finance experience, creative problem-solving and change management skills to join an expanding organization that values evidence-based mental health and substance abuse treatments that foster hope and wellness for persons served.

Responsibilities

- **Administrative Operations Management**
 - Prepare and finalize monthly and annual financial reports and analysis for Executive Director and Board Finance Committee.
 - Oversee budgeting, reimbursement activities, financial forecasting, and cash flow for administration, existing programs, and proposed expansion. Monitor the use of all funds.
 - Coordinate all audit activities.
 - Build and maintain positive relationships with funders and provider network organizations.
- **Team Management and Leadership**
 - Develop and manage direct staff including accounting, reimbursement, information technology, and administrative operations.
 - Facilitate cross-department collaboration that ensures finance, IT, and administrative operations positively support InterAct's service delivery, data collection, and strategic needs.
 - Oversee management of the organization's physical infrastructures.
- **Strategy and Vision**
 - Partner with the Executive Director and provide strategic recommendations to senior leadership and the Board based on financial analysis and projections, cost identification and allocation, and revenue/expense analysis.
 - Oversee long-term budgetary planning and cost management in alignment with InterAct's Strategic Plan.
 - Engage with the Finance Committee and Board around issues, trends, and changes in the operating model and administrative operations.

Qualifications

- Master's degree preferred in Business, Management, or Finance.
- Minimum of five years in financial management and accounting in a growth-oriented organization. Non-profit experience a plus.
- Demonstrated excellence in accounting, budgeting, control, reporting, audit, compliance, and resource development.
- Collaborative and flexible style with a strong service mentality.
- Technologically savvy with ability to point to examples of having worked with IT staff to develop and implement new processes and systems that increased efficiency.
- Exceptional written, verbal, interpersonal, and presentation skills.

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